

S-E-C-R-E-T

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29 July 1965

BIOGRAPHIC REGISTER/OCR

Support Branch Activity

Attached is the organizational breakdown of the Support Branch, the duties of its personnel and size and growth rate of its files. Also a statistical breakdown of names processed into the system by type of input and by section plus a statistical breakdown of requests by type of service and by section for June 1965.

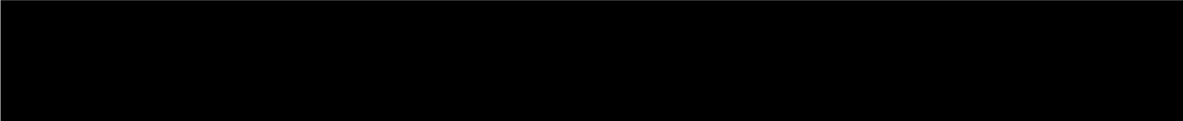
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DUTIES OF THE CHIEF OF SUPPORT BRANCH

1. Supervise the Support Branch consisting of 26 people.
2. Serves as Register advisor on data processing problems.
3. Serves as Register contact with Chief of Machine Division on new equipment for data processing or microfilm projects.
4. Contact man with Printing Services Division for all of Biographic Register printing.
5. Coordinate all of the Register's requests for photos with Graphic Register.
6. 
7. Responsible for the Register's time and attendance records and salary checks.
8. Prepares statistical part of Biographic Register's budget.
9. Prepares statistical part of Biographic Register's monthly report.
10. Responsible for ordering supplies, telephone service, forms, and other equipment needed by Biographic Register.
11. Serves as the Register's certifying officer for budget items and as accountable officer for supplies and equipment.
12. Responsible for office space, furniture and moving of same.
13. Serves as the Register's security officer.
14. Other duties as assigned, such as Long Distance Xerox (LDX) test project officer, Dare study group for Who's Who cards, and worked with Bell and Howell in development of the Dare machine for use in Biographic Register.

*Records Management, Visual Storage Officer*

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